How to check if lecture capture has started

A scheduled lecture will automatically start recording at the session start time. Open the Lecture Theatre shortcut on Desktop to check the recording status.

Click on the LTR icon to view the Lecture Theatre Recording scheduler

The LTR schedule will show the current session and recording status, plus upcoming sessions in the room.

The lecture recording can be stopped if finished early.

Note: there is no PAUSE option with lecture recordings. The recording can be trimmed after the session if required.

Check recording inputs on the touch panel

Only the “Recordable projector” will be the captured in on the recorder.

The audio meter shows the audio being captured by the recorder.
If no audio levels are showing, check that the microphone is **not muted**. There is a switch at the top of the device.

Check the presentation is being captured on the Monitoring Light Indicators:
Are all teaching activities automatically recorded?

Only lectures are automatically recorded. Seminars, Workshops, Tutorials, Studios or Labs can be recorded by clicking Start Recording on the Lecture Recording Schedule app:

![Lecture Recording Schedule](image)

How do I start a recording if there’s an issue with the lecture capture system? (Notify LESU team on Ext 84800)

To record via Panopto: Login to Canvas course and click on Panopto Video tab. Login to your Canvas course and click Panopto Video. Click Create to launch Panopto for Windows, which opens Panopto Recorder (already installed)

![Panopto Recorder](image)
Learning Environment Support (LESU)  84800
University Security (Unisafe)  85000

Note: video/webcam is optional for lecture recordings.

Capture PowerPoint to record slides. If doing a demonstration select Capture Main Screen.

Click Record to Start
Once complete click Stop

Recording will go to the course folder

To capture the document camera, select ‘Add Another Video Source’ then select Capture Device e.g., Logitech Screen Share.

Once the video is stopped, click Done to upload the video. Do not log off until the upload is complete.